

Olean Local Development Corporation Request for Proposals Community Development Block Grant Administration Services

April 3, 2019

Background

Olean Local Development Corporation (OLDC) anticipates receiving Community Development Block Grant funding from the City of Olean originating from the following grant awarded to the City by the New York State Office of Community Renewal (OCR): (i) a grant to provide financing to assist HK Olean Hotel, LLC in its development of a new 90-room Hampton Inn & Suites on a former brownfield site located at 1404 Buffalo Street within the City's Northwest Quadrant Brownfield Opportunity Area. The OLDC is seeking the services of a firm(s) or individual(s) to assist in the administration, management, and implementation of this Economic Development Grant; assist with administration, management, and implementation of existing programming; provide commercial credit underwriting and loan management services for the OLDC revolving loan fund programs; and provide general economic development services to the OLDC.

The HK Olean Hotel, LLC Project consists of the construction of a 90-room, 4-story building comprised of a mix of standard rooms and suites, a breakfast room, a fitness center, an indoor pool and meeting/event space. The OCR grant of \$416,000 will be provided by the City of Olean as a grant to the Olean Local Development Corporation (OLDC), a not-for-profit local development corporation, which in turn will provide term and deferred loans totaling \$400,000 to the company. An amount of up to \$16,000 will be retained by the OLDC to administer the OCR project.

Scope of Services

The firm or individual will be required to provide the following services:

1. **Economic Development Grants**
 - (a) The provision of technical assistance necessary for the administration of the OCR grants including, but not limited to assisting the OLDC and the City of Olean in the establishment and maintenance of books of account, developing and implementing management systems to provide appropriate recordkeeping, assistance in the procurement, selection, and award of contracts as necessary, preparation of required environmental review records, assurance of consistency with all Federal requirements regarding procurement, labor standards, fair housing, etc., preparation of required reports, oversight of audit activities, preparation of grant closeout materials, and all other activities of a general administrative nature.
 - (b) Assistance regarding the financing of the economic development projects including assistance in the preparation of grant, loan, or deferred loan closing documents as applicable, procurement of project cost documentation, review of grant or loan disbursement documentation, assistance to HK Olean Hotel, LLC regarding employment

requirements and documentation, monitoring of employment and financial information, and other related assistance as required.

The selected contractor will work in coordination with City and OLDC staff in completing the grant administration and implementation activities. All services will be expected to be completed for the HK Olean Hotel, LLC Project by May 31, 2021.

Proposals

Proposals should include the following:

1. Background information that describes the nature and history of the firm or individual, including client listings and references.
2. Specific information regarding the firm or individual's experience and technical expertise respecting the scope of services including specific experience with OCR/CDBG funding and commercial financing.
3. Identification and resumes of the persons who will provide the services.
4. A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs. The elements of each hourly rate must be broken out to include labor, overhead and profit. The OLDC will award a cost reimbursement rather than a fixed price contract.

Selection

The OLDC will rank the proposals received based on an evaluation of technical skills, experience, and cost. The OLDC will select, at its option, one or more contractors with which to enter into an agreement for services, subject to the negotiation of fair and reasonable profit. The selection of a contractor or contractors will be made in rank order.

Submission Procedures

1. Two copies of the proposal should be addressed to:

Keri Kerper, OLDC Member
Olean Local Development Corporation
101 East State Street, Room 209
Olean, NY 14760

2. Proposals should be received by the OLDC no later than 4:00 p.m., Monday, May 6, 2019.

Miscellaneous

1. It is contemplated that the remuneration for contracted services will be funded in whole or in part by Federal funds made available through the OCR program. Contracts will therefore be subject to all applicable provisions of the OCR program.
2. The OLDC reserves the right to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside the scope of this RFP.
3. The OLDC assumes no responsibility or liability for costs incurred by respondents to this RFP, including any requests for additional information, interviews, or negotiations.
4. Minority- and Woman-owned Business Enterprises (M/WBE) are encouraged to respond to the RFP, either as prime or subcontractors.
5. Additional information regarding this RFP may be obtained at the address shown above, by calling (716) 376-5647, or by e-mail to kkerper@cityofolean.org